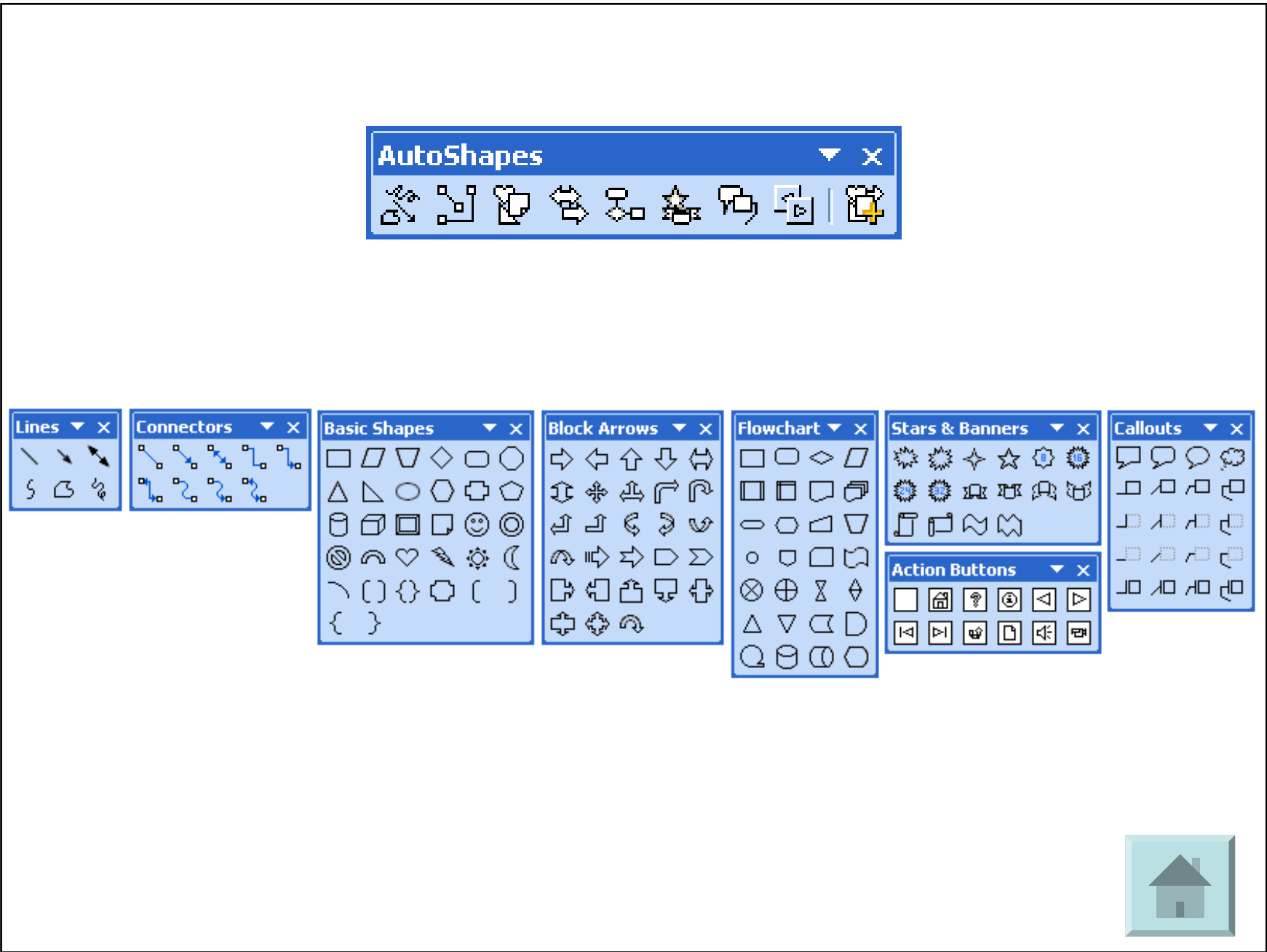


The Drawing Toolbar



Editing Clip Art

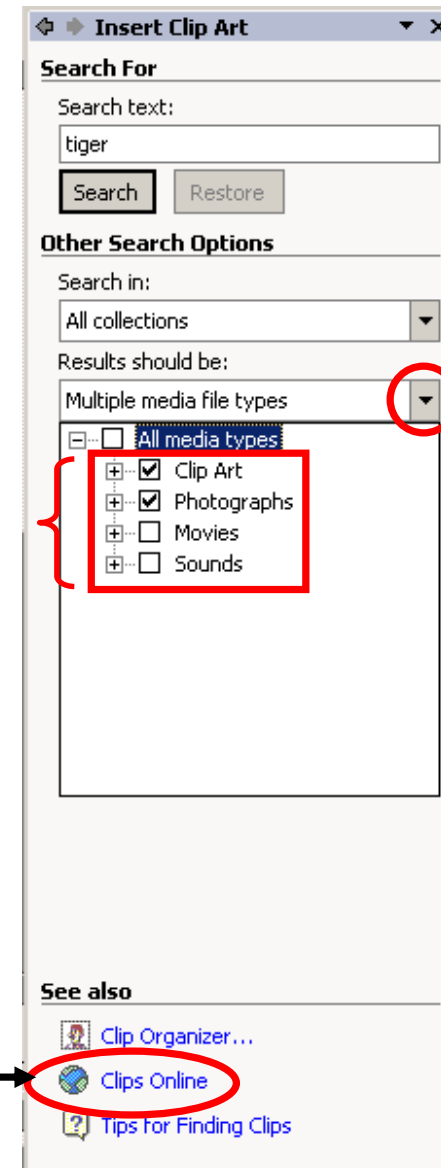
- Group and Ungroup
- Crop
- Recolor
- Flip
- Rotate



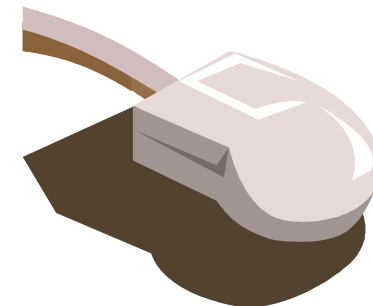
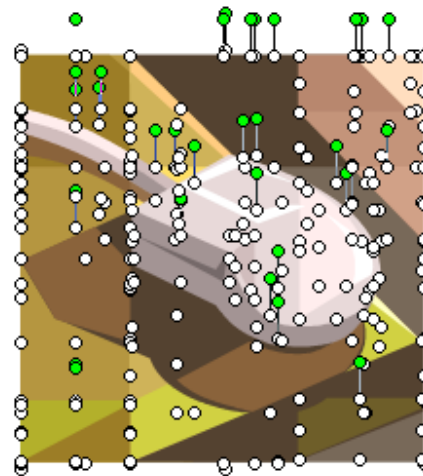
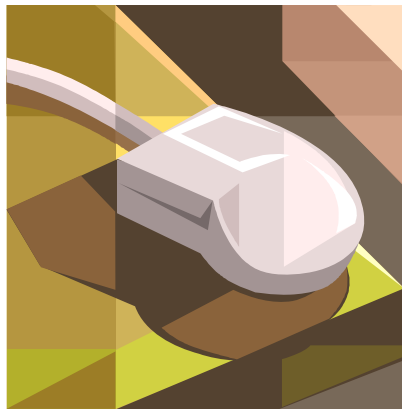
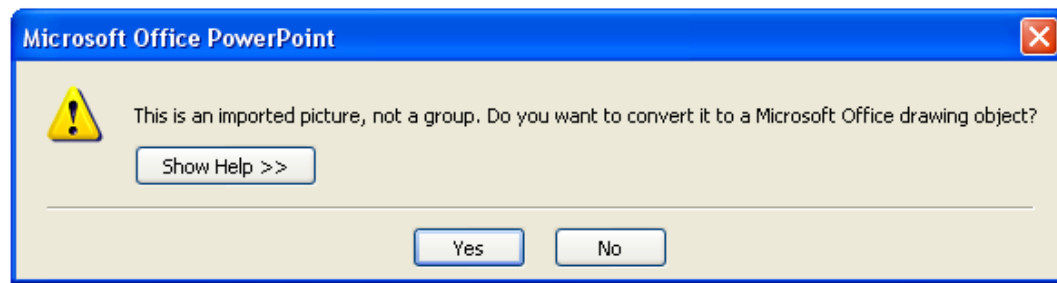
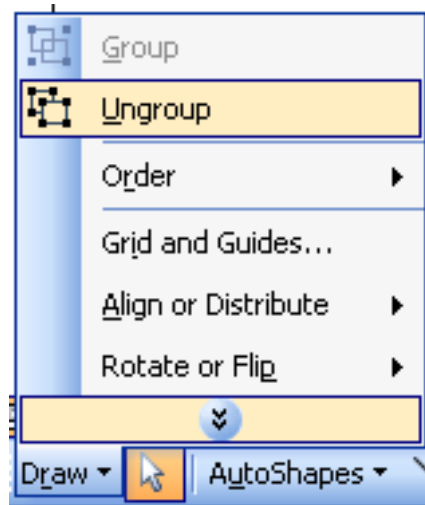
What kind of Clip Art are you looking for?

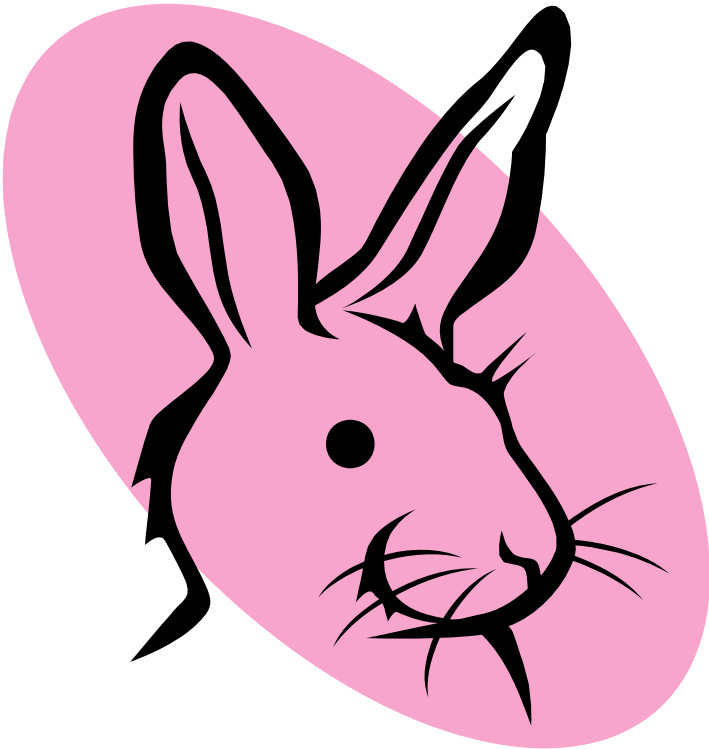
Click the drop down arrow and select the appropriate checkboxes

Find more clip art on the Microsoft website

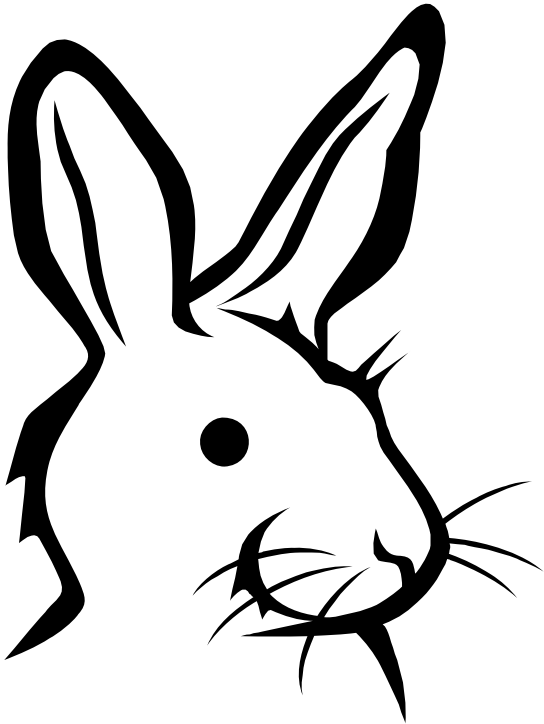


“Ungroup” Clip Art





Before



After

Microsoft Office Picture Toolbar



Insert picture

Color

More contrast

Less contrast

More brightness

Less brightness

Crop

Rotate left

Line style

Compress pictures

Recolor picture

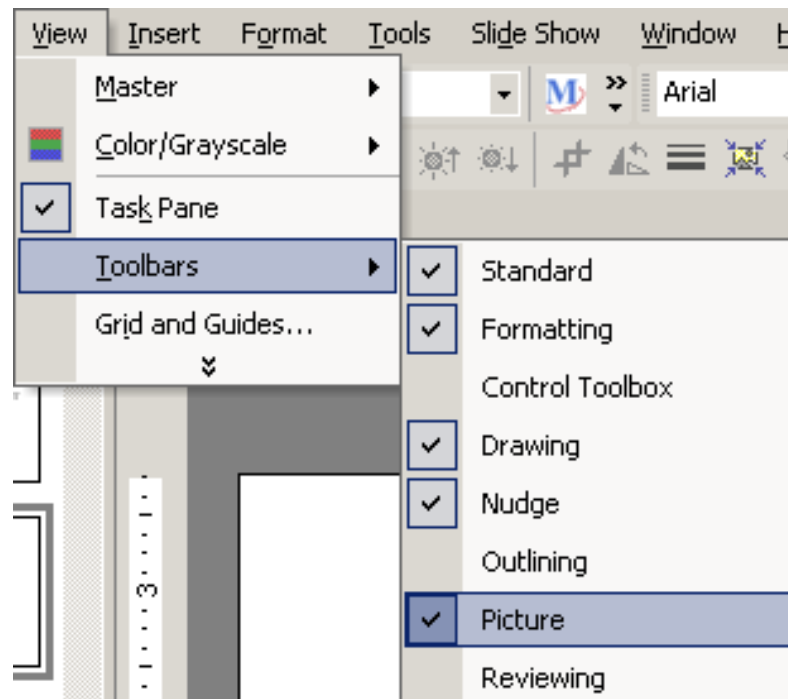
Format picture

Set transparent color

Reset picture

Some tools work only with photos, some only with clip art, some with both

If the Picture toolbar is not visible, you need to turn it on from the View menu...



Click on:
View> Toolbars> Picture

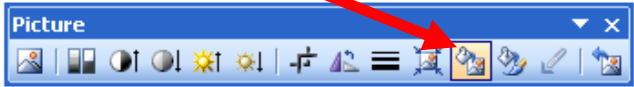
Set Transparent Color



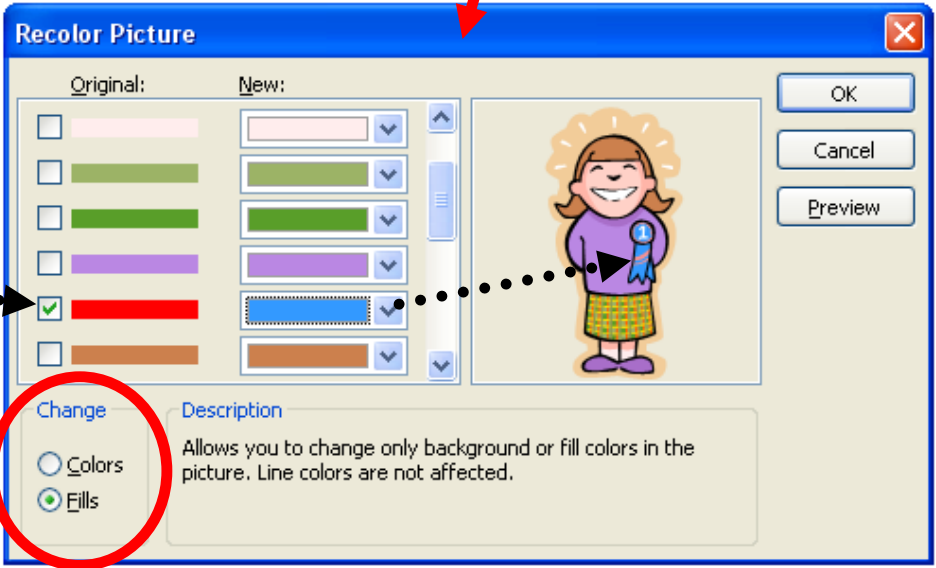
Whatever color you click on will become “invisible”



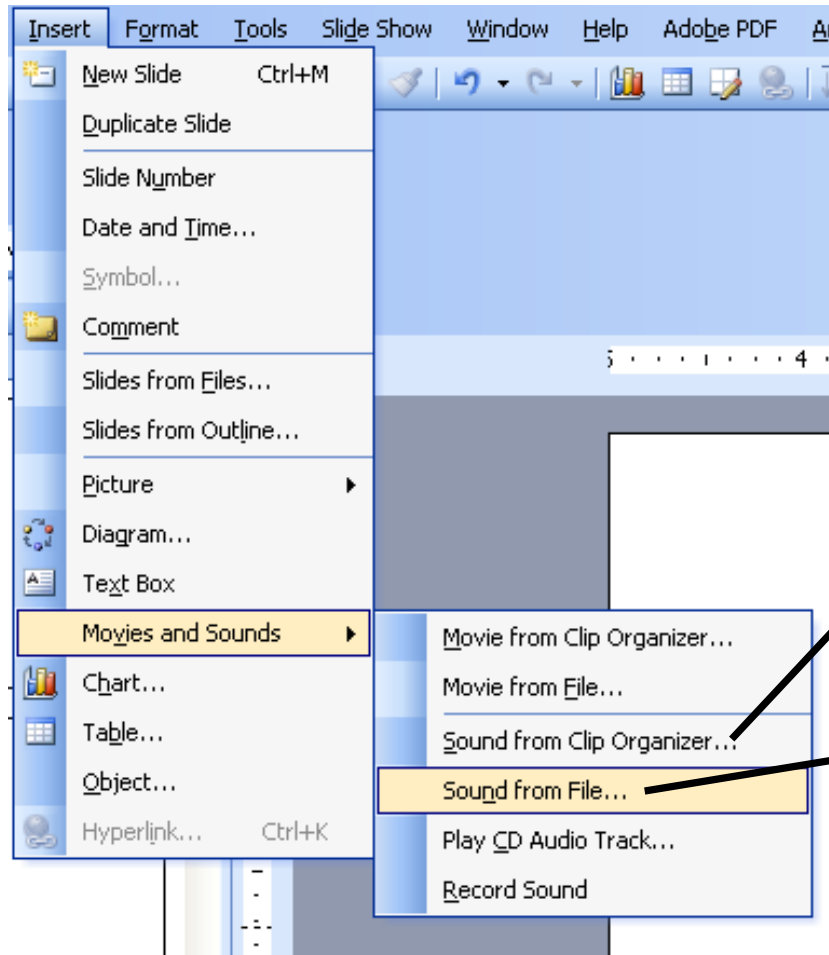
Recolor Clip Art



Recolor Picture



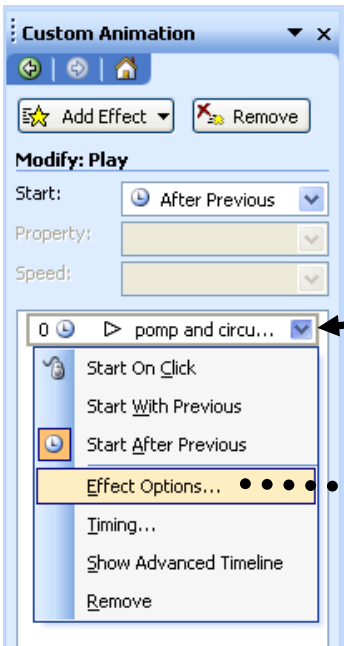
Working With Sound



Sound clips from the
Clip Art Gallery:
Sound effects, MIDI, wav

Ripped or downloaded
music files in a wide
variety of formats
including:
mp3, wav, MIDI,

To get your music to play during several slides:

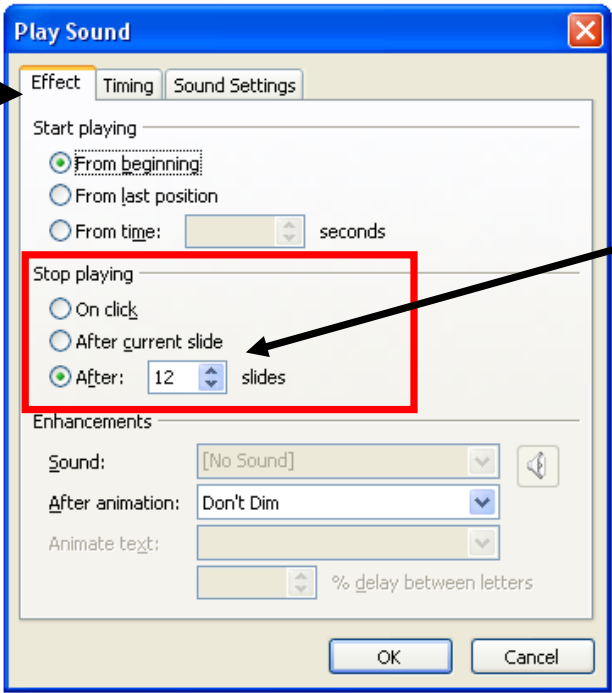


1. Click on the speaker icon for the music you inserted



2. Go to Custom Animation
(**Slide Show > Custom Animation** or on the **Task Pane**)

3. Click on the drop down arrow and select Effect Options...



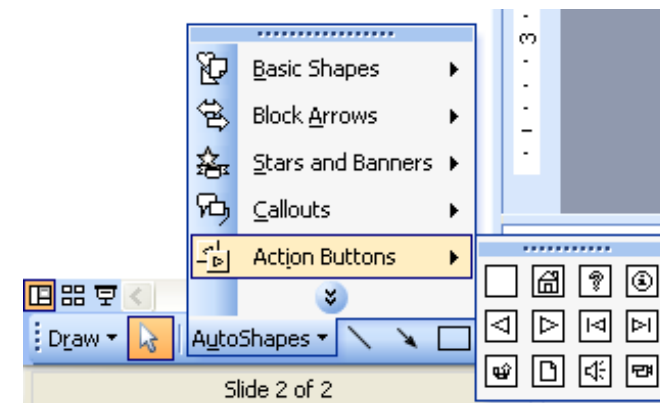
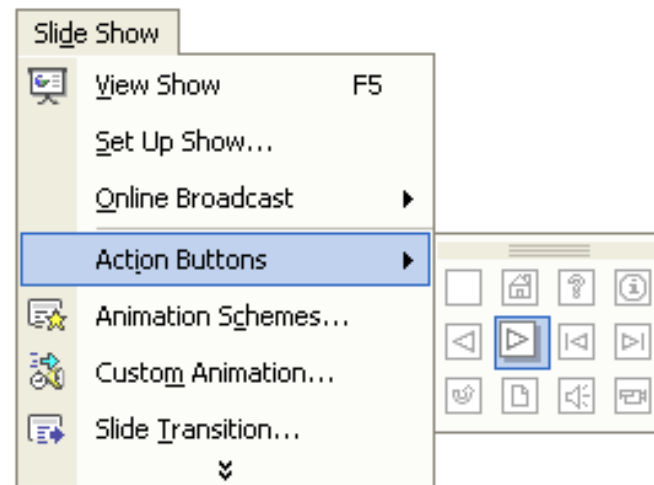
4. Specify when you want the music to stop playing

5. Click OK



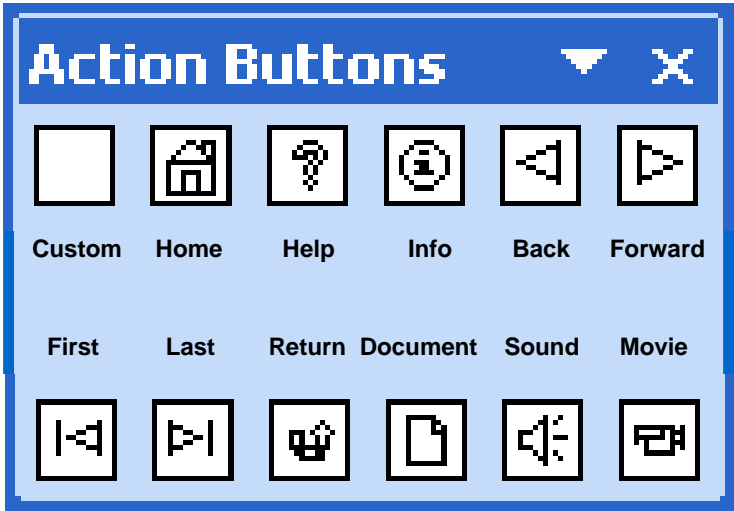
Where Are the Action Buttons?

Top of screen: Menu Bar

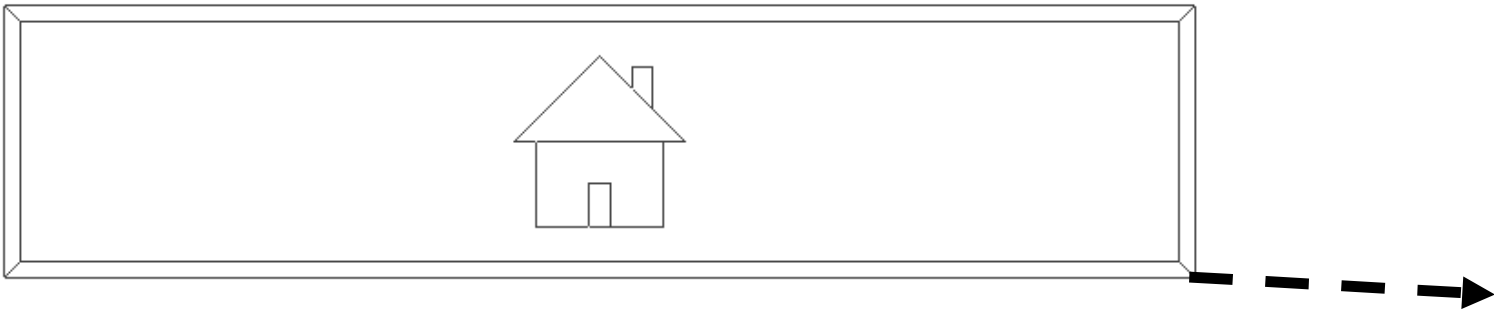
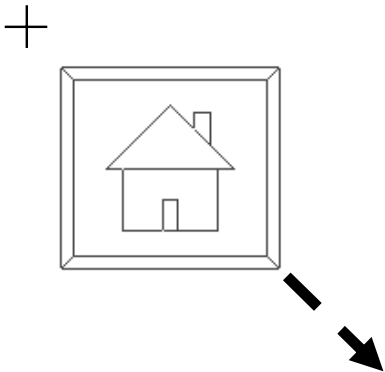


Bottom of screen: AutoShapes

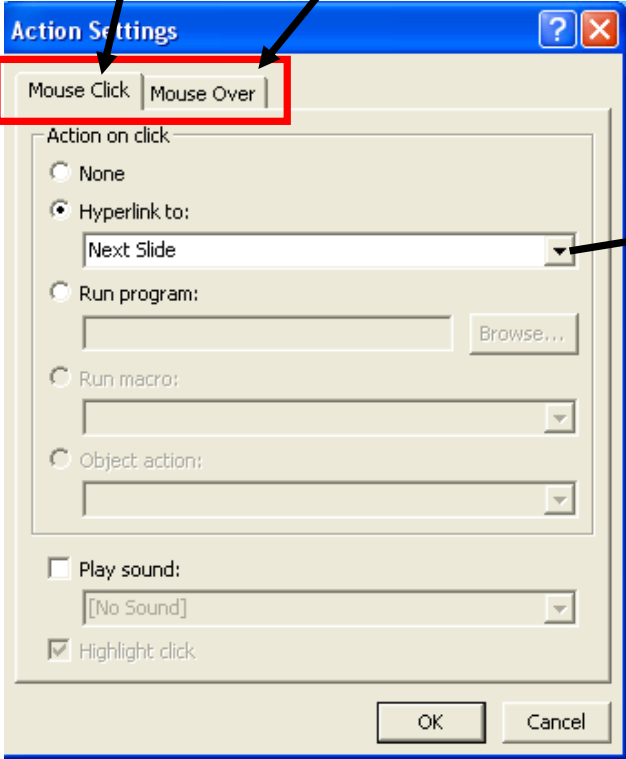
Select an Action Button

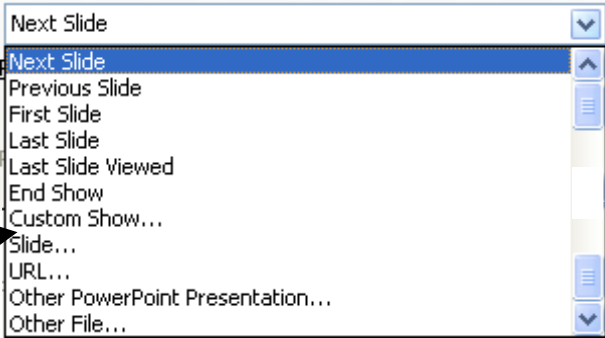


Drag the “crosshairs” to draw the Action Button



Select the “action” you want to occur on either a mouse click or a mouse over

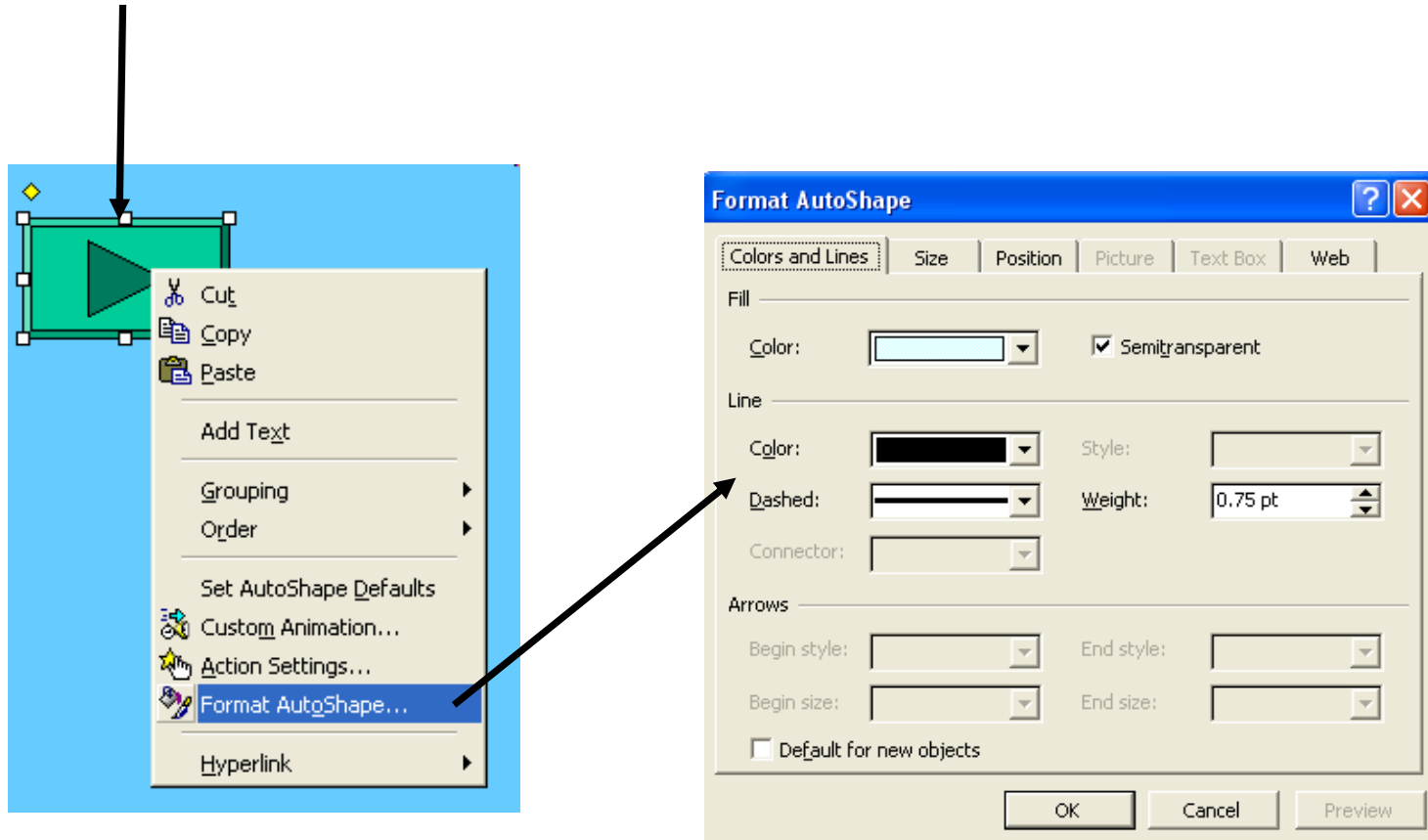




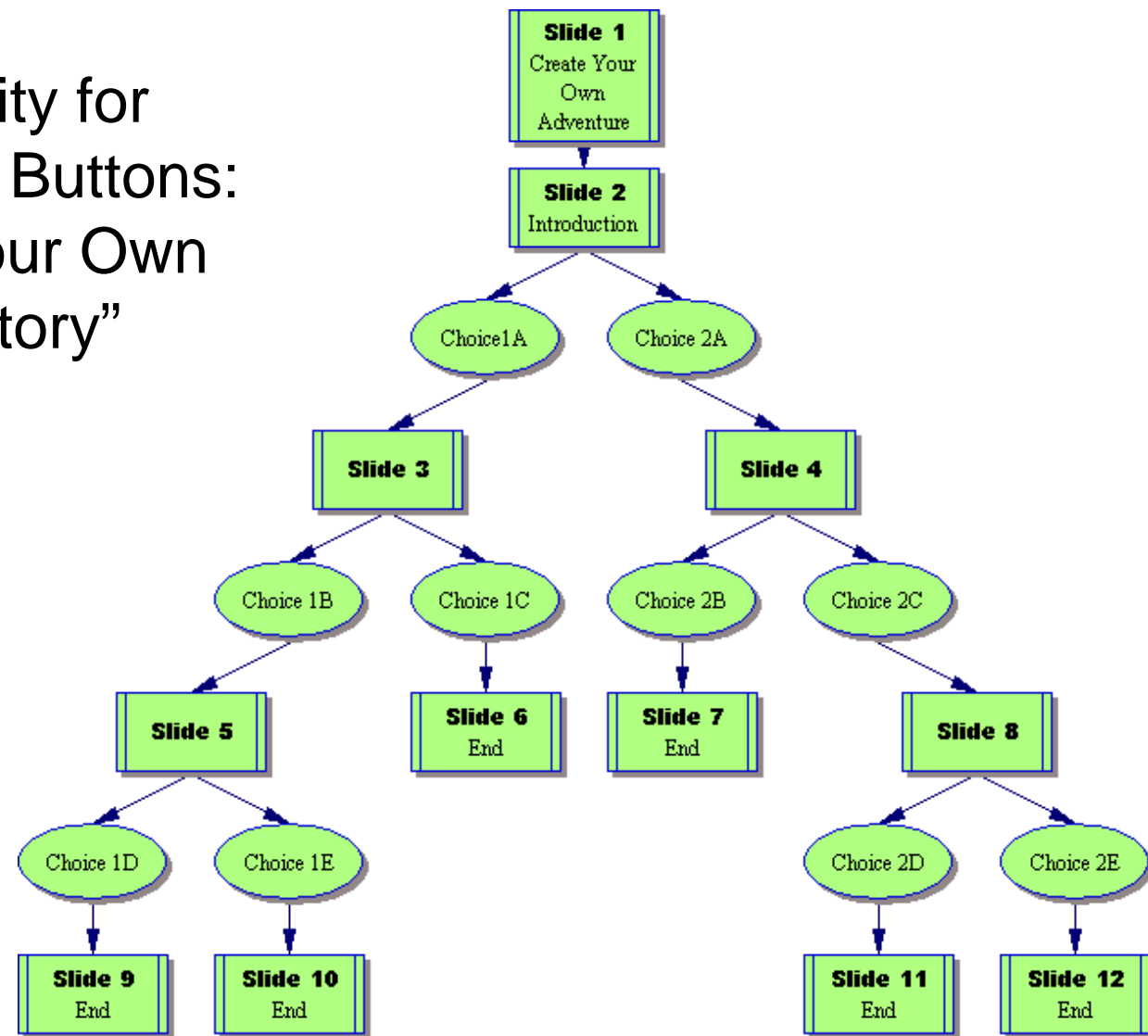
You can even type on
Action Buttons



Right-click on an Action Button and select "Format AutoShape" to format the colors, size, text box...



One possibility for using Action Buttons: a “Create Your Own Adventure Story”



Adapted from “Stories that grow on trees” by Patti Emley, Louisburg, Kansas

Or create a game

Category A	Category B	Category C	Category D	Category E
<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>



Share Your PPT With the World



Free!



Create a Photo Album

Click on **Insert > Picture > New Photo Album**

